



## Disadvantaged Business Enterprises

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## Tuesday/Thursday Breakfast Social Discussion

January 8, 2013

**Highlights** – The SJB Group DBE Supportive Services staff (Mrs. Jackie des Bordes and Mr. Kenyatta Sparks) began the year with another breakfast meet and greet session on January 8, 2013. Attending the event were Ms. Emily Heroman, owner of Nu-Crete Designs LLC and her staff; Mr. Joe May, Mr. Tyler Idom, Ms. Pat Mouch, and Mr. George Town.

We thank Ms. Heroman and her staff for taking time out of their busy schedules to meet with us to discuss their business needs and concerns. As always we had a very productive and informative session. The dialog was great and the attendees were excited about future opportunities they plan to pursue to expand their business.

Our role is to respond to the needs and concerns of the DBE community and provide whatever assistance is needed to grow and sustain your businesses. If you have not attended one of our meet and greet sessions, please join us. All you have to do is call Mr. Kenyatta Sparks at (225) 769-3400. The meetings are held on Tuesdays and Thursdays from 7:30 am to 8:30 am, at the SJB Group Office, 5745 Essen Lane, Suite 200, Baton Rouge, Louisiana.



## UPCOMING WORKSHOPS....

### **LSBDC SOUTHERN UNIVERSITY MAIN OFFICE**

#### **Small Business Education Series Kickoff**

Saturday, January 26, 2013 8:00 AM to 2:00 PM

Don't miss the Small Business Education Series Kick-off. Hear from area experts on various aspects of running your business. Session Topics: QuickBooks, Government Procurement Opportunities, Marketing - Social Media, Securing a Loan for your Business, Managing Your Business and Cash flow, Insurance and Bonding and more... You don't want to miss this opportunity to learn from leading experts and success stories from local small business owners. This will be a 3 month series from January thru March 2013. Location: [Southern University - College of Business, T. T. Allain - SU Global Conference Center, Baton Rouge](#) Fee: \$ 10.00

#### **Government Contracting**

#### **8(a) Certification Training**

Wednesday, February 20, 2013 10:00 AM to 12:00 PM

Information will be presented on 8(a) eligibility criteria, GLS Login, application process, and how the program works. We will also discuss CCR and SBSS registration and provide general information on Doing Business with the Federal Government. Detailed information will be provided on the primary purpose of the Section 8 (a) Program (business development); the eligibility criteria; length of time in business requirement; how the business development and contracting aspects of the program work; the firm's responsibility as an 8(a) Program Participant; Electronic Application process; reporting requirements; the importance of updating your CCR registration and the SBSS supplemental profile. Speaker: Jo Ann Lawrence, SBA Location: [Louisiana Technology Park, Baton Rouge](#)

### **LSBDC GREATER NEW ORLEANS REGION MAIN OFFICE, UNO JEFFERSON CENTER, \*METAIRIE**

#### **Understanding Financial Statements**

Tuesday, January 29, 2013 2:00 PM to 5:00 PM

This seminar is focused on how to use financial statements to manage profits and measure growth. Program includes: • Liquidity, Leverage, and Liability Structure of the Balance Sheet • Profitability and Productivity of the Income Statement • Cash Flow Statement vs Income Statement • Apply Financial Statement to Your Business • Questions the Bank Asks • Hints & Tools to Better Manage Your Business Speaker: Richard Melancon, Business Consultant Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, \\*Metairie](#) Fee: \$ 35.00

#### **5 Steps to Secure Financing**

Tuesday, February 19, 2013 3:00 PM to 6:00 PM

Learn what to do before approaching a lender. This seminar will help identify and assess business' financial needs, identify sources of capital, and prepare the essential documents for a lender or investor. Knowing what the lender is looking for and the questions the lender wants answered may improve the chances of obtaining the financing that the business needs. Participants will receive helpful forms to use in preparing a financial package • Key Questions Lenders Want Answered • Worksheets to Determine Start-up Costs, Personal Financials, and Budgets. Speaker: Michael Pennison, Business Consultant Location: [LSBDC Greater New Orleans Region: Main Office, UNO Jefferson Center, \\*Metairie](#) Fee: \$ 40.00

#### **Getting Started with Google+**

Wednesday, January 30, 2013 10:00 AM to 12:00 PM

Come and learn how to use Google+Local to promote your business and be found by more customers. This seminar will help you create a Google+Local page for your business, which will give you placement on Google Maps and a page where customers can post reviews. This event is aimed at businesses who want a free and easy to use page where they can interact with customers and increase their online presence. In a world where 97% of customers research products and companies online before buying, you can't afford to not be online. This event is free and part of the Google for Entrepreneurs Community Leaders Program. This event is co-sponsored by LSBDC GNOR. This seminar is an optional bonus session for fisherman working with the Fisheries Assistance Center business program. Speaker: Alex Hillis, Community Leader Location: [Fisheries Assistance Center, Belle Chase](#)

## CPR TRAINING

To All Interested DBE Firms

**The First Aid & 2 Year CPR Class has been cancelled due to a lack of participation. We will notify you of any plans to offer this course in the future.**



## LA DOTD DBE PROGRAM CONTACT INFORMATION



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## **Information You Need To Know.....**

### **Are You Performing a Commercially Useful Function (CUF)?**

A DBE generally performs work on a contract either as a subcontractor, trucker, regular dealer, or a manufacturer. Just because you are DBE certified does not necessarily mean that you perform a commercially useful function. In accordance with 49 CFR 26.55, a DBE performs a commercially useful function when he/she is responsible for execution of the work of the contract and is carrying out its responsibility by actually performing, managing, and supervising the work involved. The DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the materials, and installing (where applicable) and paying for the material itself.

A DBE does not perform a CUF if “its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation”. Some common indicators that a DBE is not performing a CUF are:

- Contractors always using the same DBE
- No work history, licenses, or equipment to perform the contract work
- DBE owner absent from the job
- No business office and little equipment
- Ghost employees or certified payroll irregularities

Monitoring of the DBE’s CUF is a shared responsibility. The prime contractor has the responsibility of ensuring that the DBE selected for contract work on a project is performing a CUF. The State, as the contracting agency has oversight responsibility to ensure that the prime has effectively met this responsibility under its contract with the state.

If suspected that the DBE is not performing a CUF, the state agency (LADOTD) has the authority to conduct a CUF review to determine if there is a violation of the federal regulations. A CUF Review can be conducted randomly or for the following reasons:

- A detection of fraudulent activity
- Suspicions that the DBE is being controlled by a non-DBE
- To determine if the DBE is actually performing the work they are certified to do

As a certified DBE, you can be assured that at some point during your certification, your company will be subject to a review by LADOTD to determine if you are performing a Commercially Useful Function. The review will likely be conducted by Mrs. Carla Murray, Contract Investigator for LADOTD. Mrs. Murray is located in the LADOTD’s Compliance Programs Office, 1201 Capital Access Rd, Room 305D, Baton Rouge, Louisiana., 70804. Her telephone number is (225) 379-1382. You will be required to fully cooperate with the reviewer and provide documentation to show that you are in control of the business.

## **Medical and First Aid**

It is a requirement of OSHA that employees be given a safe and healthy workplace that is reasonably free of occupational hazards. However, it is unrealistic to expect accidents not to happen. Therefore, employers are required to provide medical and first aid personnel and supplies commensurate with the hazards of the workplace. The OSHA First Aid Standard (29 CFR 1910.151) requires trained first aid providers at all workplace of any size. If there is no infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees.

### **What is First Aid?**

First aid refers to medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. It often consists of a one-time, short-term treatment and requires little technology or training to administer. First aid can include cleaning minor cuts, scrapes, or scratches; treating a minor burn; applying bandages and dressings; the use of non-prescription medicine; draining blisters; removing debris from the eyes; massage; and drinking fluids to relieve heat stress.

### **Employers Responsibilities**

#### **Provide First Aid Supplies and Equipment**

In order to administer effective first aid, it is important to maintain adequate supplies in each first aid kit. It is advisable for the employer to give a specific person the responsibility for choosing the types and amounts of first aid supplies and for maintaining these supplies. The supplies must be adequate, should reflect the kinds of injuries that occur, and must be stored in an area where they are readily available for emergency access. An automated external defibrillator (AED) should be considered when selecting first-aid supplies and equipment. First aid kits can be purchased commercially already stocked with the necessary supplies, or one can be made by including the following items:

- Adhesive bandages: available in a large range of sizes for minor cuts, abrasions and puncture wounds
- Butterfly closures: these hold wound edges firmly together.
- Rolled gauze: these allow freedom of movement and are recommended for securing the dressing and/or pads. These are especially good for hard-to-bandage wounds.
- Nonstick Sterile Pads: these are soft, super absorbent pads that provide a good environment for wound healing. These are recommended for bleeding and draining wounds, burns, infections.
- First Aid Tapes: Various types of tapes should be included in each kit. These include adhesive, which is waterproof and extra strong for times when rigid strapping is needed; clear, which stretches with the body's movement, good for visible wounds; cloth, recommended for most first aid taping needs, including taping heavy dressings (less irritating than adhesive); and paper, which is recommended for sensitive skin and is used for light and frequently changed dressings.

Items that also can be included in each kit are tweezers, first aid cream, thermometer, an analgesic or equivalent, and an ice pack.

#### **More Importantly Employers Should.....**

- Identify and assess the workplace risks that have potential to cause worker injury or illness.
- Design and implement a workplace first aid program.
- Assign and train first aid providers.
- Instruct all workers about the first aid program, including what workers should do if a coworker is injured or ill. Putting the policies and program in writing is recommended to implement this and other program elements.
- Provide for scheduled evaluation and changing of the first aid program to keep the program current and applicable to emerging risks in the workplace, including regular assessment of the adequacy of the first-aid training course.

### **GET MEDICAL ATTENTION FOR ALL INJURIES**

It is very important for you to get immediate treatment for every injury, regardless how small you may think it is. Many cases have been reported where a small unimportant injury, such as a splinter wound or a puncture wound, quickly led to an infection, threatening the health and limb of the employee. Even the smallest scratch is large enough for dangerous germs to enter, and in large bruises or deep cuts, germs come in by the millions. Immediate examination and treatment is necessary for every injury.

### **REPORT ALL INJURIES TO YOUR SUPERVISOR**

As with getting medical attention for all injuries, it is equally important that you report all injuries to your supervisor. It is critical that the employer check into the causes of every job-related injury, regardless how minor, to find out exactly how it happened. There may be unsafe procedures or unsafe equipment that should be corrected.

This article was compiled from the OSHA website. Our intent is to provide general information that may be of assistance to employers in protecting their employees from injuries. For more information about this topic and other safety related topics, please visit [www.osha.gov](http://www.osha.gov).

**First aid is important because it can help save lives. So, please share this information with your employees.**

## ***DBE FEATURED FIRM.....***

### **CLM TRANSPORT, LLC**

Our featured DBE firm for January is CLM Transport, LLC, a small but effective woman/minority owned trucking brokerage/trucking company. The company is comprised of three talented partners; Ms. Lena Whitehead, Mr. Curtis Grussing, and Mr. Matt Gilmore. Ms. Whitehead is a native of Colorado, who now resides in Dry Prong, La. She has a college degree in Elementary Education, and a double minor in accounting, and business management. She has worked in the construction field for the past twenty years driving several trucks. Her experience driving tandem axle and triaxle dump trucks; serving as a truck foreman and a dirt foreman; working in construction as an equipment operator in Colorado, New Mexico, and Arizona has prepared her to accept the challenge of running her own business, along with her business partners. In the words of Ms. Whitehead, "Everyone needs to make money and I believe we have the negotiating skill and the team to achieve that goal".

Mr. Grussing is a senior partner in the company. He is retired after a successful 15 year career as a General Superintendent for Archer Western Contractors/Walsh Construction, the 17th largest company in the world. He is a disabled Vietnam veteran, and owns 2 triaxle dump trucks. His responsibility in the company is to market the company to perspective prime contractors and any other companies of interest.

Mr. Gilmore is a partner in the company. He is a native of Florida, and a retired business owner. He is responsible for handling all the administrative paper work, payroll, and bookkeeping. He also owns a triaxle dump truck, and maintains a CDL license.

This dynamic trio has used their knowledge of and experience in the construction industry to bridge the gap between the prime contractor and the trucking industry. They have had to deal with the difficulties of starting a business in a "bankrupt economy" but have chosen not to let this become an obstacle. They have had to deal with the naysayers, only to make them more determined to meet their business goals. Their philosophy is, "never quit".

The company is grateful for the work they have received as a DBE and would like to recognize those companies who have awarded them contracts; Willow Bend Ventures, Archer Western Contractors, James Construction Northern Division, Quality Trucking (Little Rock AR), and PAC Construction. The company's best marketing strategy to date has been word of mouth and assistance from Mr. Kenyatta Sparks (SJB's DBE Supportive Services Staff). Ms. Whitehead stated, "I love working with people and it has been a joy for me to get to know everyone we come in contact with. The only advise I can give to anyone wanting or starting up a new business, is ... encourage one another, don't be afraid to ask for help, not everyone is Donald Trump, so don't give up. Good luck to everyone.

The Company's Motto is, "CLM Transport LLC, where every job is completed with honesty and integrity".

**CLM Transport LLC wishes everyone in business, "Good Luck".**

**Lena Whitehead**  
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## Louisiana Department of Transportation

Letting	Project No.	DBE Goal	Parish(es)	Description
2/13/13	H.007897.6		Bossier	LA 3105 TURN LANE IMPROVEMENTS - grading, drainage structures, class ii base course, lime treatment, portland cement concrete pavement, and related work.
2/13/13	H.008038.6		Iberville	LA 69 & LA 405: 528' S OF CATHERINE - STEWART - grading, cold planing asphaltic concrete, in-place stabilized base course, superpave asphaltic concrete overlay, and related work
2/13/13	H.009323.6		St. Tammany	North Channel Bascule Control System Replacement - control system replacement, electrical, and related work.
2/13/13	H.009565.6	8%	Jefferson	LA 45: INTERSECTION IMPROVEMENTS @ US 90B - grading, class ii base course, superpave asphaltic concrete pavement, portland cement concrete pavement, landscaping, loop detector and related work.
2/13/13	H.009584.6	1%	Concordia	LA 15: LA 565 - LA 131 - cold planing asphaltic concrete, pavement patching, superpave asphaltic concrete pavement, and related work.
2/13/13	H.009645.6	10%	Jefferson	LA 3152: US 90/LA 48 - NORTH END OF RAILROAD OVERPASS + grading, pvmt patching, pvmt widening, conc curb, superpave asph conc overlay, cleaning and resealing existing joints, adjusting catch basins, guard rail, plastic pvmt markings, sawing and sealing joints in asph conc overlay and related work.
2/13/13	H.009901.6	7%	Terrebonne	LA 20: EAST LEG OF US 90 WYE - JCT. LA 309 - cold planing asphaltic concrete, pavement patching, superpave asphaltic concrete pavement and related work
2/13/13	H.009954.6	12%	Calcasieu	I-210 Intersection Improvements—clearing and grubbing, grading, drainage structures, cold planing asphaltic concrete, pavement patching, class ii base course, superpave asphaltic concrete pavement, port cement concrete pavement, traffic signalization, and related work.
2/13/13	H.010315.6	2%	Bossier, Caddo	LA 3105 and LA 511 PCCP PATCHING PROJECT—pccp full depth patching and related work.
2/13/13	H.010316.6	3%	Caddo	LA 3194: LA 173 - US 71—pcc patching and related work
2/13/13	H.010335.6		Union	LA 551: LA 33 - LA 549—clearing and grubbing, cold planing asphaltic concrete, superpave asphaltic concrete overlay, pavement patching, and related work
2/13/13	H.010399.6		Jefferson	LA 3257: Bayou Rigolets-Bayou Villars—pavement patching, superpave asphaltic concrete overlay and related work.



## Louisiana Department of Transportation

Letting	Project No.	DBE Goal	Parish(es)	Description
2/13/13	H.000451.6	5%	East Baton Rouge	Sacred Heart Area Pedestrian Improvements—grading, drainage structures, portland cement concrete pavement, and related work
2/13/13	H.000471.6	6%	Livingston	US 190: W. JCT. LA 63 -TANGIPAHOA LINE - grading, cold planing asphaltic concrete, in-place stabilized base course, superpave asphaltic concrete pavement, pavement patching, and related work
2/13/13	H.002129.6-R1	3%	Jefferson Davis	LA 101: US 90 - US 165 - cold planing asphaltic concrete pavement, pavement patching, pavement widening, superpave asphaltic concrete overlay and related work.
2/13/13	H.002589.6		Sabine	LA 483: JCT. LA 174 - DESOTO PARISH LINE - in-place cement stabilized base course, superpave asphaltic concrete overlay and related work
2/13/13	H.002661.6		Natchitoches	LA 491 : JCT LA 495 - RED RIVER LEVEE RD - grading, cold planing asphaltic concrete, in-place cement stabilized base course, superpave asphaltic concrete pavement, and related work.
2/13/13	H.002918.6	8%	Ascension	LA 3089: LA 1 - LA 70 - grading, drainage structures, cold planing asphaltic concrete, pavement patching, class ii base course, pavement widening, superpave asphaltic concrete overlay, and related work.
2/13/13	H.006057.6	4%	Calcasieu	WILLIAM STREET AND WRIGHT ROAD BRIDGES—bridge repairs and related work.
2/13/13	H.007137.6	8%	East Baton Rouge	Jones Creek Road Improvements (Tiger Bend to Coursey) - grading, drainage structures, cold planing asphaltic concrete, class ii base course, superpave asphaltic concrete pavement, portland cement concrete pavement, signalization, and related work

### RFP Advertisements for Professional Services Contracts for LA DOTD

Closing Date	Project No.	Parish(es)	Description
1/28/2013	300001613	Statewide	Microcomputer Desktop And Cad/Engineering Software Support Services
1/29/2013	H.004608(E)	Lincoln	Choudrant I-20 Service Road
1/29/2013	4400003531	Districts 04, 05 08 and 58	Retainer Contract For Underwater Bridge Inspection
1/29/2013	4400003533	Districts 03, 07, and 61	Retainer Contract For Underwater Bridge Inspection
1/29/13	4400003534	Districts 02 & 62	Retainer Contract For Underwater Bridge Inspection
1/29/13	4400003592	Statewide	Engineering Retainer Contract For Roadway Projects
1/29/13	H.004932	Saint Mary	Interchange For Us 90 And La 318
2/4/13	30000548	Statewide	Advanced Traveler Information Service (Atis) System
2/5/2013	H.010559	Saint Martin	Off-System Highway Bridge Program
2/11/2013	4400003427	Statewide	Retainer Contracts For Right Of Way Appraisal Services And Right Of Way Appraisal Review Services For Projects
2/19/2013	.00001440	Statewide	Technical Assistance For Transit (Stat)

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In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this newsletter.

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## *What can SJB Group do for You?*

SJB Group, LLC can provide **free assistance** to certified LADOT DBE firms in the following areas:

**SJB Group can assist you by:** preparing company business cards, profile sheets, and providing information on recommended target areas for your marketing efforts.

**By acting as a liaison** between the DBE Contractor and Prime Contractor for project information, and in problems occurring on the jobsite.

**By informing** of upcoming LADOT lettings, and project information for other agencies throughout the state. SJB can assist you in locating bid tabulation information as well.

**By providing** assistance and guidance on material takeoffs, bid preparation and estimating, project scheduling, and planning for projects that DBE firms are bidding or plan to bid in the near future.

**By helping** with office computer operations to include trouble-shooting problems, Internet access and software installation, and basic to technical computer training.

**By assisting** in financial areas such as loan and bond package preparations, company financial statements, business plan preparation, and SBA 8(a) and Hub-Zone certification packages. (225) 769-3400.